Instructions for Ordering

Two ordering methods are available when ordering DTIRP outreach products: printing the order form for faxing or mailing and downloading the order form for attaching to an email message.

Printing Instructions
To print the order form, close this popup window and click the **Print** link at the bottom of the order form.

Faxing or Mailing the Order Form
After the order form is printed, it may be submitted by **fax** to **703-767-2402** or **DSN 427-2402** or mailed to:
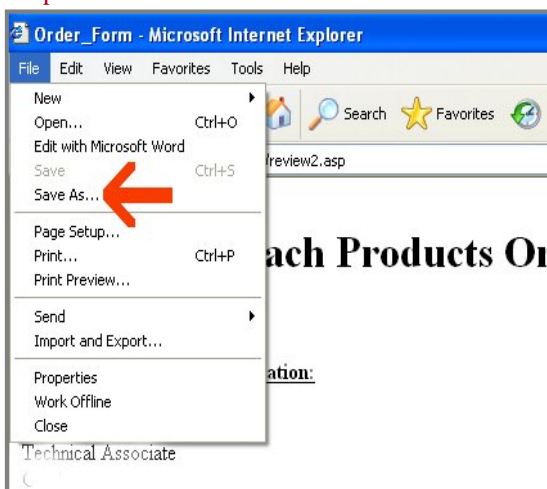
> DTIRP Outreach Program
> Defense Threat Reduction Agency/OSPC
> 8725 John J. Kingman Road, Stop 6201
> Fort Belvoir, VA 22060-6201

Downloading and Emailing the Order Form
To download the order form and send it by email to dtirpoutreach@dtra.mil:

1) close this popup window;

2) select "**Save As**" from the "**File**" menu on your browser window *(see illustration below)*;

3) key-in your desired file name;

4) select "**Text File (*.txt)**" from the "**Save as type:**" drop-down box located below the "**File name:**" box *(see illustration below).* (**Note:** *If the file is not saved in this manner, it may be blocked by the DTRA firewall.);*

5) click the **Email** link at the bottom of the order form; and

6) attach the file to your personal email message.

Step 2:

Step 4: